

SYSTEM MANAGEMENT IMPROVEMENT PLAN WORKSHEET

Instructions:

- ✓ List your top three priority management areas – these should be drawn from the self assessment activity.
- ✓ List the improvement actions that you will undertake to address the priority management areas – you should have at least one action for each priority management area (actions may address multiple management areas).
- ✓ Fill out the details in the table below for each improvement action separately (i.e., one table per action).

Priority Management Areas:

1. Product Quality
2. Financial Viability
3. Infrastructure Stability

Improvement Action: Product Quality

Description:

✓ Action:

1. Achieve consistent compliance with the SPDES permit
2. Reduce the number of treatment plant “upsets”

✓ Management Area addressed: Product Quality

✓ Objective(s):

1. Operate and maintain the WWTP properly to reduce the number and frequency of SPDES permit violations
2. Operate and maintain the WWTP properly to reduce the number and frequency of treatment plant “upsets.”

We have decreased the frequency of SPDES permit violations. The nitrate and phosphorous ground water concentrations are consistently above permit limits. These reported values are not considered non-compliance as per Schedule “A” of Order on Consent.

Timeline:

✓ Start date: Immediately

✓ Milestones:

Objective 1: Monthly

Objective 2: Daily

✓ Target completion date: Continuous.

We are installing mixers in the reactor tank. This upgrade should improve the conversion of nitrate to nitrite.

Responsible Party (or Parties):

- ✓ WWTP chief operator
- ✓ Town Board
- ✓ Engineers
- ✓ Technical assistance providers (NYRWA)
- ✓ Town Board

Relevant Resources (on-hand or needed):

✓ On Hand:

1. Reference manuals on treatment plant O&M
2. Engineers
3. Technical assistance providers
4. NYSDEC

✓ Needed:

1. Stable treatment plant staff (experienced and certified at the appropriate grade levels)

Challenges to Address:

✓ Hiring and retaining qualified and knowledgeable personnel

- Hired Joe McDowell as Chief Operator
- John Sheehan (operator trainee) will be receiving training as part of getting his NYS WWTP operator certification. Joe McDowell will receive training to maintain his certification. Delaware Operations has been helpful in answering any questions.
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✓ Funding treatment plant upgrades to achieve the objectives

- **Ongoing. Met with Environmental Facilities Corp. and Rural Development to discuss funding options.**

Review Process:

✓ Performance indicators or measures:

Objective 1:

1. Monthly SPDES compliance testing laboratory results. **On track.**

Objective 2:

1. Daily process control data. **Using updated process control data.**
2. Documentation of process control adjustments made based on process control data. **Yes. Ongoing.**

✓ Status reports and updates frequency/cycle:

Objective 1:

1. Monthly NYSDEC BMW reports. **Ongoing.**
2. Monthly DMR's

Objective 2:

1. Monthly operator report to the board. **Ongoing.**
2. Immediate notification (verbal followed by written) to the Town Supervisor/sewer board member of any abnormal conditions/laboratory results/process control tests/equipment failure that may impact treatment plant performance. We did notify. DHPS failure, LSPS overflow x2, effluent settleable solids violation, ph meter failure.

Other Notes:

- ✓ **This is an ongoing improvement plan.**
- ✓ **Ongoing communications with stakeholders, including sewer users. This includes annual status report (can be mailed to sewer users as well).**